



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> MHA-06-15	<b>POSITION:</b> Social Worker
<b>POSITION SERIES:</b> DS-185	<b>POSITION GRADE:</b> 12
<b>OPENING DATE:</b> 10/21/05	<b>CLOSING DATE:</b> Open Until Filled
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> 11/04/05 (and every two (2) weeks thereafter)	<b>SALARY RANGE:</b> \$58,773 - \$75,180 per annum
<b>WORKSITE:</b> Children's Hospital 111 Michigan Avenue, N.W. Washington, DC 20010	<b>TOUR OF DUTY:</b> 8:15am – 4:45pm Monday – Friday
<b>PROMOTION POTENTIAL:</b> None	<b>AREA OF CONSIDERATION:</b> Unlimited
<b>AGENCY:</b> DMH/MHA/Office of Delivery Sys Mgmt	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> (X) Permanent ( ) Term (13 months to 4 years) Not to Exceed _____. ( ) Temporary (Up to 1 year), Not to Exceed _____ months.	
(X) This position IS in the collective bargaining unit represented by <u>SEIU/1199</u> and you may be required to pay an agency service fee through an automatic payroll deduction. ( ) This position IS NOT in a collective bargaining unit.	
<b>"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988":</b> An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> The position is located in the Department of Mental Health (DMH), Care Coordination Division which is responsible for ensuring that all consumers of DMH services are able to access appropriate services. The primary workplace is the emergency room of Children's Hospital, evening shift (4:00 PM to 12:00 AM). The incumbent has principal responsibility to provide linkage and support to children who present to the emergency room with a diagnosis of SED (Serious Emotional Disorder), and to outpatient consumers, persons experiencing a crisis, and others in the health and safety systems such as providers, police or service providers. The incumbent exercises responsibility for independent clinical social work practice, providing assessments to children and adolescents. The incumbent will be trained as an Officer Agent to certify her/him to identify children who may require involuntary hospitalization. Provides evaluation and assessment, and collaborative consultation to meet diagnostic and treatment needs. Provides comprehensive social work and case management services to children and families, and prepares documentation for insurance authorization or reimbursement. Serves on multidisciplinary teams within the hospital for diagnostic assessment, and intervention and therapeutic strategies. Depending on department needs, incumbent may also be required to staff the DMH Access Help Line (24 emergency service line for callers across the U. S.). Incumbent provides clinical care coordination services for the DMH Access Helpline with responsibility for performing care management to ensure continuity of care, clinical evaluations, and prior authorization review.	
<b>QUALIFICATIONS REQUIREMENT:</b> Applicants must have successfully completed a course of study in an accredited School of Social Work and have fulfilled all the requirements for the Master's Degree in Social Work. A copy of the Master's degree and license must accompany the application for the position. In addition, applicants must possess one (1) year of professional work experience equivalent to the next lower grade level and be a licensed Independent Clinical Social Worker, LICSW, through the D.C. Department of Consumer and Regulatory Affairs, Occupational and Professional License Administration.	
<b>SELECTIVE PLACEMENT FACTOR(S):</b> None	
<b>NOTE:</b> <u>Candidate must have privileges at Children's Hospital.</u>	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

### RANKING FACTORS

1. Knowledge of clinical treatments and substantive experience in working with children with serious emotional disturbance in order to provide social work services and/or appropriate referrals.
2. Comprehensive knowledge of community resources and institutions that serve families, including services offered, eligibility criteria, and referral procedures in order to effectively provide case management services to children and families.
3. Professional knowledge of social work trends, techniques, methods, and issues relating to children, through study of current literature, memberships in professional associations, lectures and conferences, and skill in applying new developments to problems as required to provide independent clinical social work services.
4. Extensive knowledge of the normal development process, as well as, childhood and adolescent psychopathology, behavioral disorders, and developmental delays, in order to perform assessments and evaluations.
5. Extensive skill in communicating orally and in writing in order to plan and carry out social work services, develop histories and reports, develop treatment plans and make referrals.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
64 NEW YORK AVENUE, NE, 5<sup>th</sup> Floor  
WASHINGTON, D.C. 20002  
ATTN: Cynthia Hawkins (202) 673-7522  
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

### **DRUG-FREE WORKPLACE ACT OF 1988.**

"Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."